

Adopted: September 2001, Revised: _____**Class Title: Assistant Director of Human Services****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Leads, plans, and directs the activities of a Division within Human Services. Oversees various clinical programs, provides financial and administrative oversight, supervises personnel, develops new programs, participates in planning activities and budget preparation and completes special projects as assigned. Participates with the overall city planning and partnership projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership and direction by supervising various Human Services staff, planning resource allocations, managing staff meetings, and directing activities involving departmental support functions.
2	L	Prepares community plans by participating in efforts to maximize city resources, involving professional organizations that influence program content and community response, and working with groups formed to implement local, state, and federal policy.
3	L	Coordinates program implementation by providing contract development, designing and developing new policies, procedures and applications of service delivery, performing budget oversight and preparation and monitoring and evaluating financial performance.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years of progressively responsible clinical and/or technical management experience.
Certifications and Other Requirements	Valid Driver's License, License Certified Social Worker may be required.
Reading	Work requires the ability to read legislation, contracts, and technical materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, accounting and statistics.
Writing	Work requires the ability to write reports, documents, evaluations, and correspondence.
Managerial	Managerial responsibilities include planning and implementing programs, developing policies and internal controls, evaluating staff, and allocating resources.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City- and state- wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, sales representatives and other social services and department directors.

Adopted: **September 2001**, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, facilitating meetings, office equipment, supervision of staff
Sitting	C	Computer, desk work, meetings, supervision of staff, driving
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	O	Boxes, documents, equipment, children
Carrying	O	Boxes, documents, equipment, children
Pushing/Pulling	R	Chair, desk drawers
Reaching	R	Books, boxes
Handling	O	Boxes, documents, equipment, children
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Lifting boxes, children
Twisting	N	
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading, supervision of staff, driving
Hearing	C	Staff, supervisor, clients, telephone, meetings
Talking	F	Staff, supervisor, clients, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: **September 2001**, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, fax machine, copy machine, adding machine, calculator, cellular phone, pager, computer, scanner, laser or inkjet printer, AFIN, PeopleSoft, HRMS, Internet Browser, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)